10(i) Preliminary Examination – 100 marks- 1 & ½ hours (Qualifying):-

This is a screening test which will be only qualifying in nature (i.e. Marks obtained in this examination will not be added to the marks of main written examination). Basing on the marks secured in Preliminary Examination candidates numbering about 12 times of the vacancies category-wise in order of merit shall be shortlisted for appearing the main (Written) examination. The Preliminary Examination will be held on General Awareness and will be of objective type with multiple choices of answers to be answered in OMR Sheet. **The Commission may conduct the preliminary examination through CBRT (Computer Based Recruitment Test).**Questions will be from Current events, History of India & Odisha, Geography of India & Odisha, General Science, Constitution of India, Human rights, Environmental Studies, Computer fundamentals, Comprehension of a given passage in English & Odia and Reasoning Ability (verbal) . There will be 100 questions each carrying one mark. There shall be negative marking @ 0.25 marks for each wrong answer. However, no marks will be deducted if a question is left un-attempted. The standard of questions shall be that of Higher Secondary Examination. The marks obtained in the preliminary examination shall not be taken into account while preparing the final select list.

The Preliminary Examination will be conducted tentatively in March,2020.

10(ii) Main Written Examination-400 Marks:

The detail Syllabus of Main Written Examination given in the following:-
The standard of examination shall be equivalent to that of Higher Secondary Examination.

Syllabus of Main(written) Examination: -

Paper-I

A. English Language Test:- 50 marks

(a) Grammar – 20 marks

(i) Verbs: Tenses, Modal, Active and Passive voice, subject-verb concord, non-finite verb forms (infinitives and participles).

(ii) Sentence structure: Connectors, Types of sentences, types of phrases and clause, Direct and Indirect speech, Comparison.

(iii) Other Areas: Determiners, Pronouns, Prepositions.

(b) Reading – 10 marks

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(c) Writing – 20 marks

(i) Essay writing on familiar topics (within 250 words) – 10 marks

(ii) Letter writing (Personal letter, applications, Business and official) (within 150 words) - 10 marks

B. Odia Language Test :- 50 marks

(a)Grammar – 20 marks

(1) Transformation of sentences - (02 marks)

(i) Affirmative, Negative, Interrogative, Exclamatory

(ii) Simple, Compound, Complex

(2) Transformation of words (noun to adjective and adjective to noun) (02 marks)
(3)Sandhi (02 marks)
(4) Samasa (03 marks)
(5) Antonyms and Synonyms (02 marks)
(6) Correction of common errors in words (03 marks)
(7) Idioms and Phrases (02 marks)
(8)Taddhita and Krudanta (02 marks)
(9) Punctuation marks (02 marks)

(b)Composition – 20 marks

(1)Essay writing on familiar topics and personality (within 250 words) (10 marks)
(2) Letter writing (Personal letter, applications, Business and Official) (within 150 words) (05 marks)
(3) Translation (One English passage of around 100 words to be translated into Odia) (05 marks)

(c) Comprehension of an unseen passages 5 X 2 = (10 marks)

Five short questions to be asked.

Paper-II

General Knowledge:- In this category, there should be a series of questions of different categories like – 100 marks

(a) Matching Historical events with dates, personalities and places,
(b) Geographical facts with places,
(c) States, Countries and Institutions with Headquarters,
(d) Books and authors,
(e) Scientific facts and discoveries with dates, persons and uses,
(f) Current events with places and personalities, and
(g) Matching questions of miscellaneous type.

Paper-III

A. Mathematics:- 100 marks

(i) Fractions and Decimals
(ii)Percentage
(iii)Average
(iv)Simple Interest and Compound Interest
(v)Rates and Taxes, Insurance
(vi)Profit, Loss and Discount
(vii)Mixtures
(viii)Partnership
(ix)Problems on Time and work
(x)Problems on Time and Distance
(xi)Ratio and Proportion
(xii)Statistics

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

B. Basic Computer Skills:- (100 marks)

- MS Windows: Introduction of Windows
- MS Office: MS Word, MS Power Point, MS Excel & MS Access

Computer Skill(Practical) Test-50 marks:- (Duration of tests- 1 hr)

Basing on the performance in the main written examination (in Paper-I, Paper-II and Paper-III taken together) ,candidates numbering about 3(three) times of each category in order of merit will be called for to appear Computer Skill (Practical) Test.

This practical skill test shall be of qualifying nature . Qualifying mark is 30. Marks secured in this skill test shall not be taken into account while preparing the final select list.

Practical Skill Test : - Topics for practical test (50 marks)

I. WINDOWS -Operating system

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete,
- Using Clipboard

II. MS Word.

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- Editing and Formatting text and paragraph
- Page and Paragraph Setup.
- Inserting pictures and WordArt.

III. MS Power Point

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

- Editing and formatting slides

IV. MS Excel

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- Formatting cells and data
- Functions and Formulae (Relative, absolute and Mixed reference).

V. MS Access

A problem in MS Access related to some of the tools given below to be tested during the examination

- Creating and entering data into a database
- Setting the primary key

Printouts of the document(s) shall be attached with the answer sheets.